



Burlington Department of Public Works  
Stormwater Program

645 Pine Street  
Burlington, VT 05401

PH: 802-540-1748 Email: [mmoir@ci.burlington.vt.us](mailto:mmoir@ci.burlington.vt.us)



Small Project Erosion Prevention & Sediment Control Plan

This questionnaire, at a minimum, is required to accompany all zoning or building permit applications which involve 400 sq. ft. or more of land disturbance. Please also provide a site plan indicating the locations of all erosion prevention and sediment control measures (silt fence, hay bales etc).  
Properties with greater than 2500 sq. ft. of total impervious surfaces, that are adding more impervious, will also be required to comply with additional long term stormwater management requirements.

- 1. Project Location \_\_\_\_\_
- 2. Brief Project Description (i.e. house foundation, swimming pool)  
\_\_\_\_\_  
\_\_\_\_\_

- 3. Owner Name: \_\_\_\_\_
- 4. Owner Mailing Address: \_\_\_\_\_
- 5. Owner Phone: \_\_\_\_\_ 6. Owner email: \_\_\_\_\_
- 7. Contractor Name: \_\_\_\_\_
- 8. Contractor Phone: \_\_\_\_\_ 9. Contractor Email: \_\_\_\_\_

- 10. Estimated Project Start Date \_\_\_\_\_ Estimated End Date \_\_\_\_\_
- 11. Area of Land Disturbance \_\_\_\_\_ sq. ft.
- 12. Total proposed (existing + new) amount of impervious: \_\_\_\_\_ sq. ft.
- 13. Estimated distance in feet from disturbance to nearest:

- a. City Sidewalk or Street \_\_\_\_\_ ft
- b. Drainage Ditch \_\_\_\_\_ ft
- c. Catch Basin (storm drain) \_\_\_\_\_ ft
- d. Lake/River/Stream \_\_\_\_\_ ft

- 14. Site plan/sketch MUST BE ATTACHED showing the following:
  - Limits of disturbance
  - Direction of stormwater flow on site
  - Location of stockpiles (if any)
  - Location of sediment control BMP's (silt fence etc.)

EPSC QUESTIONNAIRE (See last page for typical solutions to these questions)

- A) Nature of all site disturbances (check all that apply):
  - Underground utility trench(es)
  - curb cut/driveway
  - foundation
  - cut/fill/regrading
  - landscaping
  - other \_\_\_\_\_

- B) Do you anticipate the need for any dewatering of excavations during the construction?  Yes  No
  - If yes, how will the pumped water be managed or filtered to prevent the discharge of dirty water?  
\_\_\_\_\_  
\_\_\_\_\_

C) Will excavated soil be stockpiled on the site?  Yes  No

- If yes, how long will the stockpile be on site? (i.e. 1 day, 1 week) \_\_\_\_\_

How do you propose to control erosion of the stockpile? \_\_\_\_\_  
\_\_\_\_\_

- If no, where is the ultimate disposal of excess soil? \_\_\_\_\_

D) How do you propose to prevent sediment from leaving the site and entering nearby city sidewalks/streets and storm drains and/or lakes, rivers and streams? (see page 4 for examples)

\_\_\_\_\_  
\_\_\_\_\_

E) Do you plan to park construction vehicles on or disturb City owned property like the greenbelt area?  Yes  No

- If yes, tell us how you agree to repair all disturbances or damage to City owned property and provide a written approval from the City allowing construction vehicles to park on City owned property.

\_\_\_\_\_  
\_\_\_\_\_

- If no, then please monitor all construction and visitor vehicles and advise all not to park on City owned property.

F) How do you propose to either prevent or clean sediment generated from construction vehicles and activities that becomes deposited on City streets, sidewalks, or bikepaths and how frequently this will be done.

\_\_\_\_\_  
\_\_\_\_\_

G) Will stockpiles or disturbed soils be present and/or exposed after Nov. 1<sup>st</sup> of any construction year?  Yes  No

- If yes, tell us how you plan to stabilize any stockpile and/or disturbed soils.

\_\_\_\_\_  
\_\_\_\_\_

Do you agree to abide by the following conditions?

Y N Applicant will call 540-1748 or email [mmoir@burlingtonvt.us](mailto:mmoir@burlingtonvt.us) at least 24 hours prior to initiating earth disturbance and submit the name and contact (cell phone and email) of the erosion control coordinator for the project

Y N Applicant will post the notice in a visible location

Y N I acknowledge that it is the responsibility of the owner and his/her representatives to ensure that:

- sediment does not enter surface water bodies (streams, ditches, ponds, lakes, wetlands etc.)
- sediment does not enter City conveyance infrastructure (catch basins, sewers etc.) and
- All sediment must be removed from the city ROW (sidewalks and roadways) by the end of each work day.

Y N Sediment control measures will be installed prior to the initiation of earth disturbance.

Y N During the non-winter construction season (April 15 – November 1): After an initial 14 day period of initial disturbance, temporary or permanent stabilization (mulching, erosion control matting or tarps for stockpiles, or other approved method) of exposed areas and stockpiles will occur at the end of each work day unless:

- Earthwork is to continue in the area within the next 24 hours and there is NO liquid precipitation forecast for the next 24 hours; or
- If work is occurring in a self contained excavation (no outlet) with a depth of 2 feet or greater (e.g. house foundation excavation or utility trenches.

- Y N During the winter construction period from November 1 to April 15, any new disturbance must be temporarily or permanently stabilized (mulching, erosion control matting or tarps for stockpiles, or other approved method) will occur at the end of each work day unless:
  - Earthwork is to continue in the area within the next 24 hours and there is NO liquid precipitation forecast for the next 24 hours; or
  - If work is occurring in a self-contained excavation (no outlet) with a depth of 2 feet or greater (e.g. house foundation excavation or utility trenches)
- Y N The perimeter of the site and all BMPs will be inspected at the end of each workday to ensure that sediment will not leave the site. If sediment has travelled beyond the site boundary, it shall be swept up or otherwise removed and deposited on-site in an upgradient area at the end of each work day.
- Y N The owner and his/her representatives shall abide by the best management practices (BMPs) indicated in this plan and conditions and in the Vermont DEC Low Risk Site Handbook for Erosion Prevention and Sediment Control (2006). Contact 802-540-1748 for a hard copy or go to the web:  
[http://vtwaterquality.org/stormwater/docs/construction/sw\\_low\\_risk\\_site\\_handbook.pdf](http://vtwaterquality.org/stormwater/docs/construction/sw_low_risk_site_handbook.pdf)
- Y N If soils will be exposed after November 1st and winter construction has not been permitted the project will notify DPW prior to October 15th. If the project is completed during the winter months, an additional inspection will be required to ensure that the site is buttoned up for the winter.
- Y N Within 48 hours of reaching final grading, the exposed soil will be seeded and mulched or covered with erosion control matting (for slopes steeper than 3:1 or high wind prone areas). Erosion control matting is preferred.
- Y N The owner will contact DPW to schedule a stabilization inspection when site work is finished and stabilization measures (seeding and mulching or matting) have been installed.

**AGREEMENT**

By filling out and signing this plan, I agree to abide by the terms and conditions outlined above. Failure to follow this plan can result in a stop work order by the City of Burlington, fines, or both.

By:  Owner     Contractor     Architect/Engineer

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Additional Conditions of Approval:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Required Compliance Items:

- Notification of start/identification of EPSC responsible party
- Winter Stabilization Inspection (if applicable)
- Final Stabilization

# AN EROSION PREVENTION AND SEDIMENT CONTROL PLAN

FOR THE PROJECT AT:

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HAS BEEN FILED WITH THE CITY OF BURLINGTON  
STORMWATER MANAGEMENT PROGRAM IN ACCORDANCE  
WITH CHAPTER 26 OF THE BURLINGTON CODE OF ORDINANCES

THIS REQUIRES THAT MEASURES BE INSTALLED OR TAKEN TO  
PREVENT SEDIMENT FROM LEAVING THE SITE AND ENTERING  
WATERWAYS AND IMPACTING CITY INFRASTRUCTURE  
(RIGHT OF WAY AND STORMDRAINS)

FOR QUESTIONS OR TO REPORT SEDIMENT LEAVING THE SITE  
CALL 802-540-1748

This notice to be posted in full view at all times during earth  
disturbance. Additional conditions on attached.

Plan Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Megan J. Moir, CPESC, CPSWQ

## TYPICAL SOLUTIONS TO PREVENT OR CONTROL SEDIMENT AND EROSION

### STOCKPILES

- Cover small stockpiles with a tarp when not being used.
- Install silt fencing or other appropriate devices around the stockpiles to filter sediment.
- Cover stockpiles with straw or other approved mulching material.
- Plan to remove any unusable material as soon as possible from the site to an approved location.
- Plant grass and mulch stockpiles that will be on site for more than 14 days.
- Cover, vegetate or install erosion matting on stockpiles that will remain disturbed over the winter.

### DISTURBED AREAS

- Maintain vegetated buffers around disturbed areas.
- Install silt fencing or other appropriate device to filter sediment washing off from disturbed areas. Remember that the bottom of the silt fence must be “keyed in” (dug into ground) to work correctly.
- To prevent sediment from running off your site via your driveway (or other paved areas where you can’t install silt fence) use a row of hay bales or tube sand.
- Cover disturbed areas as soon as possible with straw or other approved mulching material. Use erosion control matting in high wind, traffic or slopes steeper than 3:1 (horizontal to vertical), and follow the manufacturer’s guidelines staple the matting down.
- Plant grass and mulch or use erosion control matting all disturbed areas that will remain exposed for more than 14 days.
- Cover, vegetate or install erosion matting on areas that will remain disturbed over the winter.
- Protect ditches, catch basins or water bodies off-site by using silt fencing, gravel check dams or other approved sediment control methods.

### CONSTRUCTION VEHICLES

- Do not park construction vehicles on City owned green space. Vehicles disturb vegetation and compact the soil, thereby reducing its ability to infiltrate stormwater. Any green belt disturbance will need to be permanently stabilized with grass seed and erosion control matting.
- Prevent sediment from leaving the project by cleaning the tires of vehicles, or use clean gravel at project access points to clean tires.
- Sweep city streets, sidewalks and bikepaths daily or as needed to remove sediment transported from the project.

### RESOURCES

The Vermont Handbook for Erosion Prevention and Sediment Control at:

[http://vtwaterquality.org/stormwater/docs/construction/sw\\_low\\_risk\\_site\\_handbook.pdf](http://vtwaterquality.org/stormwater/docs/construction/sw_low_risk_site_handbook.pdf)

The City of Burlington Stormwater Program Page at

<http://www.dpw.ci.burlington.vt.us/stormwater/>

The City of Burlington Conservation Board Stormwater and Erosion Control Fact sheet at

<http://www.ci.burlington.vt.us/planning/cb/stormwater/management.html>